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PIN-Ops User Guide

Getting Started

Nationwide Reference Lists

Contents

Introduction

Within PIN-Ops there are nationwide reference lists shared by all work locations. These lists are maintained nationally, unlike the local carriers list and cargo location list that are maintained and accessed by each main work unit.

Not only can all work locations access these reference lists, but any work location can add to a nationwide reference list. Add to the first nationwide, reference list compiled for PIN-Ops using the following:

◆ **Private Person Screen**

◆ **Company Screen**

It is the responsibility of the employees who are using PIN-Ops to add to the reference list information about the private persons and companies that frequently import, carry, or otherwise broker the movement of agriculture commodities through their port of entry.

As part of setting up a work location in PIN-Ops, the most common private persons and companies should be added to these lists. To enhance PPQ's capacity to better track importations, work locations should then continue adding private persons and companies to the reference lists from data entry records.

The first nationwide reference list is associated with the data entry screens, such as the Cargo screen and the Civil Penalties screen. The reference list becomes the lookup for filling in Consignee Company and Broker Company on the Broker tab of the Cargo screen, and for filling in a violator on the Civil Penalty screen. The user can jump from a data entry screen to the Private Person screen or Company screen to add a new private person or company to the nationwide reference list.

⚠️ **Important**	Review records carefully for misspellings and typos to avoid adding multiple records for the same company or person. A single record for each company will support PPQ regulatory efforts and risk-based management.

⚠️ **Important**	Before editing a record created by another work unit, contact them to confirm differences; especially when adding a company or person that is already listed.

Private Person Screen

Use the Private Person screen to record applicable information about private persons to whom your work unit commonly provides service; for example, brokers, importers, violators.

1. From the Main Menu screen, select Private Person under Reference Data.

   Refer to Figure 1-3-15 for an illustration of the Main Menu screen.

2. Add a new person to the nationwide reference list using the Private Person screen.

   Refer to **Figure 4-9-1**.

FIGURE 4-9-1: Private Person Screen

3. Fill in **Mandatory Data Fields**.

4. Save the record by pressing Ctrl+S or selecting Action>Save.

5. The **Local Data Fields** can be filled in now or at a later time.

6. Select Record>Insert to create a new person record.

7. After all the private person records are created, log off of PIN-Ops and then log back on and check the access of the nationwide reference list to validate that the person records were created and that they are accurate.

Mandatory Data Fields

Fill in the mandatory data fields to save a Private Person record.

First Name   Type first name of person.

Last Name   Type last name of person

Doc ID   Type number of identification document, such as, passport number, driver's license number, visa number, student identification number.

ID Type   Type the kind of identification document, such as, passport, driver's license, visa, student identification. Also include the State and/or Country of origin of the ID type.

Activated   Defaults to yes. Deselect the check to deactivate the record.

> NOTICE   Deactivating a record will prevent it from being included in reporting, but will not delete it from the database.

Various Addresses and Phones Numbers   At a minimum, the mandatory fields on the Mail button must be completed for each Private Person record.

Residence Button   Goes to an Address screen for recording the resident address of the person.

Mail Button   Goes to an Address screen for recording the mailing address of the person.

Mail To Button   Goes to an Address screen for recording the address of the person used for follow-up contact.

Foreign Button   Goes to an Address screen for recording a foreign address of the person.

Local Data Fields

Fill in the local data fields for regional, state, and local needs.

Middle Name   Type middle name of person.

Nick Name   Type nick name of person.

Birth Date   Type birth date of person.

HINT: Use this data field to differentiate persons with the same name.

Rec ID   Automatically filled identification number that is associated with the Private Person record for each person.

Residence ID   Automatically filled identification number that is associated with the residence address record for each person.

Mail ID   Automatically filled identification number that is associated with the address record for each person.

Mailed To ID   Automatically filled identification number that is associated with the address record for each person.

Foreign ID   Automatically filled identification number that is associated with the n address record for each person.

Cancel Button   Clears the data fields of the current, unsaved record.

OK Button   Saves the address record to the database.

Company Screen

Use the Company screen to record applicable information about airlines, shippers, carriers, and brokers to whom your work unit commonly provides service.

1. From the Main Menu screen, select Company under Reference Data.

    Refer to Figure 1-3-15 for an illustration of the Main Menu screen.

2. Add a new company to the nationwide reference list using the Company screen.

    Refer to **Figure 4-9-2**.

FIGURE 4-9-2: Company Screen

3. Fill in **Mandatory Data Fields**.

4. Save the record by pressing Ctrl+S or selecting Action>Save.

5. The **Local Data Fields** can be filled in now or at a later time.

6. Select Record>Insert to create a new company record.

7. After all the company records are created, log off of PIN-Ops and then log back on and check the access of the nationwide reference list to validate that the company records were created and that they are accurate.

Mandatory Data Fields

Fill in the mandatory data fields to save a Company record.

Name

Type the company name along with the work location name, if applicable.

HINT: Including the work location name will help differentiate the same company that imports at different ports of entry.
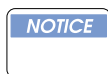
Contact Person

Type the name of a contact person for the company.

Activated

Defaults to yes. Deselect the check to deactivate the record.

NOTICE	Deactivating a record will prevent it from being included in reporting, but will not delete it from the database.

Company Addresses and Phones Numbers

At a minimum, the mandatory fields on the Mail button must be completed for each Company record.

Physical Button

Goes to an Address screen for recording the physical address of the company.

Mail Button

Goes to an Address screen for recording the mailing address of the company.

Local Data Fields

Fill in the local data fields for regional, state, and local needs.

Account Number

Type account number established for each company.

HINT: If your work location uses ATS, type the company's IRS number in this field. When retrieving data from ATS, PIN-Ops matches the company account number against the IRS number in ATS.

Phone Numbers	Type the numbers applicable to the company with no spaces, dashes, or other punctuation. The international number is the international calling access code; the area code a 3-digit number; the telephone number is a 7-digit number; and the extension number is a 1, 2, 3, or 4-digit number. If there is no extension, leave the last field blank.
Rec ID	Automatically filled identification number that is associated with the Company record for each company.
Physical Address ID	Automatically filled identification number that is associated with the address record for each company.
Mail Address ID	Automatically filled identification number that is associated with the address record for each company.
Cancel Button	Clears the data fields of the current, unsaved record.
OK Button	Saves the address record to the database.